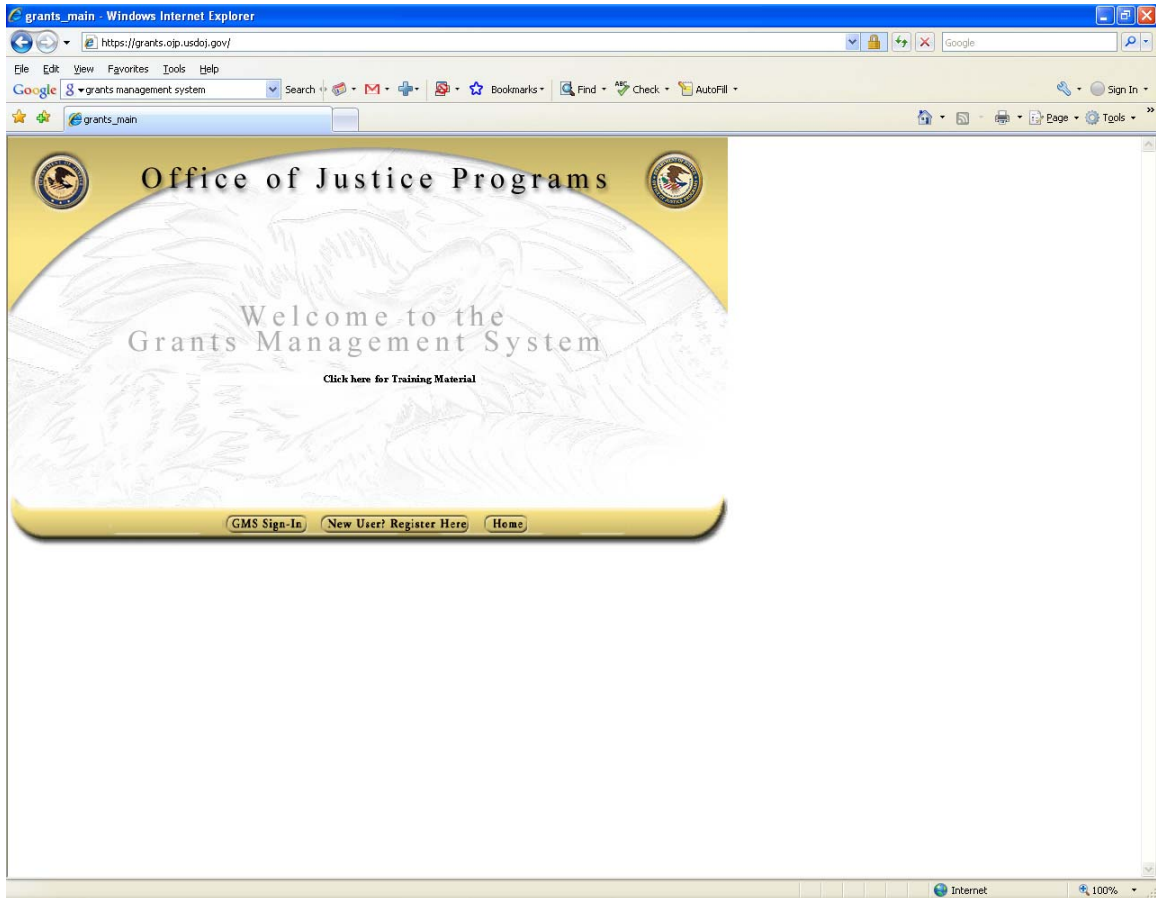# How to Apply for your Local Justice Assistance Grant

1. Register in the federal Grants Management System (GMS) (Middle Button Below)
2. Login once you are registered

https://grants.ojp.usdoj.gov/

APPLICATION PAGE

1. GMS will open to your application page. If you don't have any active applications in GMS, this section may be empty.

On the left side menu, **CLICK ON FUNDING OPPORTUNITIES**

FUNDING OPPORTUNITIES PAGE

1. Program Office: Select Bureau of Justice Assistance
2. Program Name: Select BJA FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation
3. Click Search Button

SEARCH RESULT PAGE

1. Click Apply online

NOW YOU ARE IN THE APPLICATION
OVERVIEW PAGE

1. Type of submission: Click **Application Non-Construction**
2. Type of Application: 1rst pulldown menu: select **New**
   2nd pull down menu: leave as is (Type of Revision), Other; leave blank
3. Is application subject to review....: Click **NO Program is not covered by E.O.**

APPLICANT INFORMATION PAGE

1. Some of this information may auto-fill for you. Otherwise **complete** and click **SAVE and Continue**

PROJECT INFORMATION PAGE

1. **Descriptive Tile of Applicants Project:** Enter the name of your project
2. **Area Affected:** Enter your jurisdiction
3. **Project Start Date:** Enter March 1, 2009. You have up to four years to spend these funds so your latest end date would be February 28, 2013. However, you are encouraged to close your grant as soon as funds are properly exhausted. If you need less than the four years, run your project dates for the necessary period only and close out at your earliest opportunity.
4. **Your Congressional District:** Select At Large
5. **Estimated Funding:** Fill in the dollar amount of your JAG award, no cents

BUDGET AND PROGRAM ATTACHMENTS

1. Here you **Upload** documents required in the Solicitation. Upload:
   - Attachment 1- Program Narrative
   - Attachment 2- Budget and Budget Narrative
   - Attachment 3- Review Narrative
   - Attachment 4- Abstract
   - Attachment 5 – Certifications
2. Click **Continue**

ASSURANCE AND CERTIFICATIONS PAGE

1. Click on <u>Assurances</u> at top of the page

ASSURANCE POP UP BOX

1. Click to **Accept**
2. You will return to the Assurance and Certifications Page
3. **Click** on CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS

1. Click to **Accept**
2. You will return to the Assurance and Certifications Page
3. **Check the box** at the bottom of the form certifying that the information is correct
4. Click **Save and Continue**

REVIEW SF-424 PAGE

1. Information for accuracy
2. Click **Continue**

SUBMIT APPLICATION FORM

Submit Application

You can **Submit** this application only when the following checklist is complete. Click on the "Incomplete" link to get more details for the corresponding incomplete item.

Status	Requirement
Complete	Overview
Complete	Applicant Information
Complete	Project Information
Incomplete	Budget and Program Attachments
Incomplete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace

You may not submit your application until your user id has been approved and all of the above conditions are marked as "Completed".